

# Securing Health Certificates & Sanitary Permit

Health Certificate & Sanitary Permit is required before the issuance of Business Permit.

<b>Office or Division:</b>	Rural Health Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	Owners/Operators of Business Establishments, Food Handlers, Tricycle operators within the Municipality			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<p>*For Health Certificate</p> <p>1. Negative Result of laboratory Examination (Chest X-ray (PA), stool examination, sputum exam (Food handlers)</p> <p>2. Barangay Clearance (for Business Establishments)</p> <p>3. Official Receipt</p>			<p>1. For Stool Examination, sputum, &amp; CBC &gt; Burgos RHU Laboratory</p> <p>1.1 For Chest X-ray &gt;Hospitals/Facilities with X-ray machine</p> <p>2. Barangay Office where the client resides</p> <p>3. Treasury Office</p>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

1. Submit requirements	1. Verify submitted requirements 1.1. Submit to MHO	None	5 min	Sanitary Inspectors RHU
2. Enter consultation room	2. Interpret lab. results and educate client 2.1 Sign Health/Sanitary Permit	None	10 min	Mun. Health Officer RHU
3. Proceed to Treasury Office for payment of fees	3. Receive payment and issue official receipt	>Sanitary Permit (with health Certificate)- P50.00  >Sanitary Inspection fee-P200.00	5 minutes	Rev. Collection Clerk II/ Mun. Treasurer  Treasury Office
4. Present official receipt to Sanitary Inspector	4. Record and educate client on proper waste segregation and disposal	none	10 min	Sanitary Inspectors RHU
5. Receive Sanitary Permit/Health Certificate	5. Release Certificate	none	5 min	Sanitary Inspectors RHU
	TOTAL	Refer to step no. 3	35 Mins.	